

- 1) Open the spreadsheet and select **Edit > Track Changes > Record** on the Menu bar, or press **Ctrl+Shift+C**. You can also use **File > Properties > Security** and select **Record changes**.
- 2) If you want to protect the spreadsheet, click **Edit > Track Changes > Protect** on the Menu bar. On the Protect Records dialog, type a password (twice) and click **OK**. You can also use **File > Properties > Security** and click the **Protect** button to open the similar Enter Password dialog. Guidelines for choosing a suitable password are contained in the Help.

## Recording changes

To record changes, open the spreadsheet and make sure that the **Edit > Track Changes > Record** menu item has a check mark next to it, indicating that change recording is active.

### Caution

After making some changes, do **not** turn off change recording. Turning off change recording in Calc causes all the recorded changes to be accepted and no longer shown as changes. A message box will warn if you try to do this.

When changes are made in a cell, a colored border with a dot in the upper left-hand corner appears around the cell (Figure 413). A deleted column or row is marked by a heavy colored bar.

	A	B	C	D	E
1			<b>Baseball Budget Proposal</b>		
2	<b>Item Description</b>	<b>Quantity</b>	<b>Cost/Item</b>	<b>Total</b>	<b>Comments</b>
3	Uniforms	10	\$50.00	\$500.00	Need to update the tea
4	Baseballs	250	\$2.00	\$500.00	We need 10 per game
5	Umpire fees	25	\$50.00	\$1,250.00	1 umpire per game
6	Bats	5	\$35.00	\$175.00	We need bats of variou
7	Snacks	0	\$15.00	\$0.00	Max cost per game for
8	Batting helmets	5	\$40.00	\$200.00	We need a minimum o
9	Catching gear	1	\$300.00	\$300.00	Need to protect catche
10	Spare gloves	2	\$45.00	\$90.00	Just in case someone
11				<b>\$3,015.00</b>	<b>Total</b>
12					

Figure 413: Edited document with red border on changed cells

To see the changed information, hover the mouse pointer over the changed cell. See Figure 414.

1			Ba Jean Weber, 26/05/2019 08:50:29:		
2	<b>Item Description</b>	<b>Quantity</b>	<b>Co</b>	Cell B3 changed from '25' to '10'	
3	Uniforms	10	\$50.00	\$500.00	Need to updat
4	Baseballs	250	\$2.00	\$500.00	We need 10 p
5	Umpire fees	25	\$50.00	\$1,250.00	1 umpire per c

Figure 414: Showing details of the change

### Note

Some changes, for example cell formatting, are not recorded and marked.

### Tip

To change the color that indicates a changed cell, select **Tools > Options > LibreOffice Calc > Changes** on the Menu bar.